

**CHECKLIST FOR CAMPAIGN TREASURERS
(MAINE CLEAN ELECTION ACT CANDIDATES)**

- ✓ - Read the section on campaign finance reporting in “A Candidate’s Guide to Running for Office in Maine”.
- ✓ - Keep a record of every payment received from the Maine Clean Election Fund, and every authorization to spend matching funds.
- ✓ - Establish a policy of promptly depositing all receipts into your campaign account.
- ✓ - Work out a plan for recording campaign expenditures; then record transactions on a regular schedule.
- ✓ - Require each worker spending campaign funds to notify you within 5 days of making an expenditure of the purpose, amount, and date of the expenditure. Remember to obtain a receipt for each expenditure.
- ✓ - Be sure the candidate reports to you any out-of-pocket expenditures he or she makes.
- ✓ - When you have completed your report, be sure both you and the candidate sign it; then check the report once more for mistakes before you mail it.
- ✓ - If you haven’t received or spent any money, don’t make the mistake of failing to file a report. You **must** report before and after each election, regardless of whether you conduct any financial activity during the filing period.
- ✓ - Consult with the Commission staff if you need assistance in completing your report or if you need help in understanding any aspect of the campaign finance laws.
- ✓ - **FILE YOUR REPORT ON TIME. LATE REPORTS MAY CARRY SUBSTANTIAL PENALTIES.**